
American Consulate General
Mumbai

Vacancy Notice

Mumbai

Date: February 18, 2010

The American Consulate General, in Mumbai, is seeking an individual for the position of "Nurse", in the Medical Unit.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

ANNOUNCEMENT NUMBER: 08/2010

OPEN TO: All Interested Candidates

POSITION: Nurse; FSN-510-08
BLA-502004 (Personal Services Agreement)

OPENING DATE: February 18, 2010

CLOSING DATE: March 4, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-06
Ordinarily Resident: FSN-08

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

The incumbent will serve as a licensed professional nurse (U.S./Canada/Western Europe/Indian trained) with comparable licensure. The position is located in the US Consulate General-Mumbai Health Unit (HU) and is under the direct supervision of the Foreign Service Health Practitioner (FSHP), who is also Mumbai's Post Medical Officer (PMO). Indirect supervision is provided by the Management Officer. The position will provide the full range of professional nursing services to American direct hire employees and families, and to locally employed staff (LES) for occupational injury and illness. The incumbent will also be responsible for the management of Occupational Health Services to all staff, emphasizing health maintenance.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Graduate from a professional nursing school with a current and unrestricted U. S. Registered Nurse license, or equivalent from Canada, Puerto Rico or Western Europe. With Indian graduates, besides the equivalent license, a BS nursing degree from a four year program is required.
2. At least two years of hospital or equivalent nursing experience is required.
3. Level IV (Fluent) speaking/reading in English is required. Level III (Good Working Knowledge) of Hindi and Marathi is desirable but not required.
4. Must have knowledge of general nursing principles and practices. Must have knowledge of current nursing technology and methods. Must be knowledgeable regarding medications, lab tests, and immunizations generally used in American Medical practice. Must be able to administer adult and pediatric immunizations program according to the CDC standards. Strong interpersonal skills and a client-oriented disposition are required. Must have good working knowledge or experience in current health promotion recommendations for the U.S. population. Must have experience in management and procurement of expendable medical supplies and equipment for the clinic setting.
5. Ability to develop and manage Consulate Mumbai's health care program under the supervision of the post FSHP, and the RMO. The incumbent must show initiative in identifying objectives, exercise good management practices and follow through, and must be cognizant of the laws and regulations surrounding the Health Information Portability and Accountability Act (HIPAA). Must be able to work independently of the FSHP.

SELECTION PROCESS

When equally qualified, and if funding permits, U.S. Eligible Family Members (U.S. EFM's) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following:

1. Application form for employment (Form HR-01)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Ms. Ann E. Gabrielson
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju B. Kombath
Human Resources Office
Telephone: (022) 2363-3611 – 18 Extn. 4302
Fax: (022) 2368-9016
Email: MumbaiHRCareer@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM): **For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual** who meets the following criteria:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief-of-mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders but will have a Form SF-1190 processed authorizing ISMA.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not USEFMs or AEFMs for purposes of 3 FAM 8200.

2. Appointment eligible family member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:

- (1) U.S. citizen; and
- (2) The spouse or the domestic partner as defined in 3 FAM 1610 of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief-of-mission authority; and
- (4) Residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFMs for purposes of 3 FAM 8200.

3. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

4. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB March 4, 2010
An Equal Opportunity Employer

The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR - MFernandes
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